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Circular Letter

TO: ALL CalPERS EMPLOYERS, EMPLOYEE REPRESENTATIVES

SUBJECT: THE SACRAMENTO REGIONAL OFFICE AND THE CALPERS
CUSTOMER CONTACT CENTER WILL BE CLOSED FOR MOVE

The CalPERS Customer Contact Center and the Sacramento Regional Office will be relocating to our new headquarters complex at 400 Q Street on Friday, December 16th. Business hours will be as follows during this transition:

- Friday, December 16, 2005 - OPEN UNTIL 12:00 PM
- Monday, December 19, 2005 - CLOSED ALL DAY
- Tuesday, December 20, 2005 - OPEN (to resume normal business hours)

While the CalPERS Customer Contact Center and Sacramento Regional Office are moving to their new location, the **Employer Contact Center** will remain open during normal business hours. Telephone representatives will be available to assist you at our main, toll-free phone number (1-888-CALPERS). We apologize ahead of time for the longer waiting times you may experience when the CalPERS Customer Contact Center and Sacramento Regional Office are closed for relocation. To help answer questions you may receive from your employees, please refer to the information below regarding availability of services during the move.

CalPERS Customer Contact Center

Telephone representatives in the CalPERS Customer Contact Center **will not** be available to assist members at our main, toll-free phone number (1-888-CALPERS) from 12:00 pm on December 16th and all day December 19th. Members will still be able to access general information about health and retirement through the CalPERS Website at www.calpers.ca.gov.

Sacramento Regional Office

The Sacramento Regional Office, located at 2750 Gateway Oaks Drive, will close at 12:00 pm on December 16th. We will reopen at our new location, 400 Q Street, on December 20th at 8:00 am.

Lori McGartland, Chief
Employer Services Division